

30.1 Reimbursements to Localities (non-HAVA)

Reimbursements to Localities (non-HAVA) - Sections [24.2-111](#) and [24.2-108](#) of the Code of Virginia require the State Board of Elections to reimburse local governments for the following, as appropriated by the General Assembly:

- compensation of the general registrar
- compensation for the three electoral board members
- mileage for electoral board members

The annual compensation for the registrars and the board members is set forth in the Appropriations Act.

The SBE Business Office (fiscal@sbe.virginia.gov) establishes, annually, the authorized salaries of all general registrars and local electoral board members based on the local population, salary levels and criteria stated in the Appropriations Act.

Before, July 1 of each year, authorized salary levels and the authorized mileage reimbursement rate for the upcoming fiscal year are communicated to local finance offices, payroll offices, general registrar and electoral board by way of a formal letter from the Business Manager. The Business Manager also produces an itemized schedule of projected payments to localities based on the established authorized salary levels and mileage rates. This schedule serves as a control for the Fiscal Officer to check against when reviewing requests for reimbursements.

To initiate the reimbursement process, the State Board of Elections sends an Application for Reimbursement to each county/city fiscal department annually at the end of February. The appropriate local Fiscal Official completes and submits the Reimbursement Application form to SBE Fiscal Officer. The SBE Fiscal Officer compares the compensation on the application to the schedule of projected expenditures for reasonableness. Any material variances are investigated and resolved. Once resolved, the fiscal officer approves the application and forwards it to the Fiscal Technician for entry into the Commonwealth Accounting and Reporting System (CARS). Any funds not needed for reimbursement at the end of the year revert to the state's General Fund.

The State Board of Elections Fiscal Technician monitors information released into CARS. Fiscal maintains a batch control log and will reconcile the batch control log to CARS monthly.

All reimbursements to localities for compensation of general registrars and electoral board members are recorded as Financial Assistance to Local Governments under expenditure object code 1431.

30.2 HAVA Expenditures Guidance

Since June 1, 2006, all HAVA expenditures have been processed on a need-based grant system. There are no more allocations from “excess funds,” “§301 funds,” or any other previous funding system.

30.2.1 Locality Allocations of HAVA Funds

To be allowable under HAVA, costs must meet the following four general criteria:

- 1) be necessary and reasonable for proper and efficient performance and administration of HAVA. (A cost is reasonable if it is of a type generally recognized as ordinary and necessary for the performance of HAVA);
- 2) be allocable to HAVA under federal regulations and OMB Circulars;
- 3) be authorized or not prohibited under Virginia or other local laws; and
- 4) be adequately documented.

30.2.2 Expenditures must be for HAVA purpose

Localities must certify that assets purchased solely with HAVA funds are to be used exclusively for HAVA-intended purposes. For expenditures that only partially benefit HAVA, only that portion which is allowable under HAVA regulations may be funded with HAVA funds.

- Example: A notebook computer and projector purchased with HAVA funds may only be used by the locality for HAVA purposes (e.g., voter education and poll worker training on new voting machines...). The equipment may not be loaned to another organization or person for unrelated purposes.
- If the locality wishes to purchase a notebook computer and projector shared with other local entities, HAVA funds may be used to fund only that percentage of the cost proportionate to the HAVA benefit received.

30.2.3 Expenditures that Continue Past Programs

HAVA cannot be used to fund any program that the locality was already funding prior to the receipt of HAVA funds. If the cost of the program increased because of new federal requirements, then the locality shall continue to assume their previous funding level for the program. HAVA can fund only the amount of the increase.

- Example: In 2000, Locality X spent \$20 per person on training of poll workers for federal elections. Because Locality X's training was insufficient, they now perform more thorough training for federal elections. In 2006, that training costs \$25 per person. Locality X may use HAVA funds to pay for the difference between the two: \$5 per person ($\$25 - \$20 = \5).

30.2.4 Specific Examples of Permissible Expenditures

Poll Worker Training

HAVA funds may be used to train poll workers on new voting machines and federal voting regulations. Localities must remember the aforementioned rule that HAVA cannot fund any program that the locality was already funding prior to the receipt of HAVA funds.

- Localities may use HAVA funds to purchase reasonable equipment necessary for training (notebook computer & projector).
- Localities may use HAVA funds to train election officials on new or material updates to voting equipment only once.
- Except for training on new machines, localities may use HAVA funds to train election officials for federal elections only. This amount must be offset by any preexisting training costs. (See example under "past programs" above.)
- Localities may use HAVA funds to provide reasonable refreshments at longer training sessions.
 - Example: Locality X spent \$5 a person to provide a sandwich, chips, and soda to election officials receiving training on new voting equipment during daylong training session.
- Purchase of additional training or support through voting equipment vendor.
- Payments to poll workers for training on new voting equipment and/or for federal elections shall be reasonable and with training documentation which includes:
 - Date of training;
 - Length of training;
 - Amount paid to each attendee; and
 - Additionally, if the locality is requesting funds to supplement locality spending for additional training required by federal elections, the locality must inform SBE of the gross amount paid to attendees at the previous training for federal elections.
 - Number of people who attended training.
 - Additionally, locality should retain a list of who attended training for five years.

30.2.5 Voter Education

HAVA funds may be used to educate voters on certain issues related to new equipment, for federal elections, and for Election Day information. Unlike some

other HAVA expenditures, educational materials are not restricted to federal elections. Permissible uses include:

- Public demonstrations of new voting equipment (e.g., senior centers, schools, grocery stores, malls or shopping centers) in advance of the first election in which new equipment will be used;
- Public service announcements;
- Distribution of voter guides and/or informational brochures; and
- Production of customized written material on voters' rights and responsibilities for use on Election Day. (The State Board approves and SBE prints these posters for the polling places.)

30.2.6 Accessibility

- Localities may use Election Assistance for Individuals with Disabilities (EAID) and HAVA funds to make accessibility improvements.
- If the cost of any repair exceeds \$5,000, the locality shall ensure and sign a memorandum of understanding that the polling place will continue to be available to use for a period of time that will justify the investment, including federal elections.
- If the polling place is used only in town elections, then it is not permissible to use HAVA Funds for this purpose.
- See Chapter 8, Accessibility, for additional information.

30.2.7 VERIS

- Localities may use HAVA funds to pay for installation of new/upgraded data connections where the previous data connection was insufficient for VERIS.
 - Example: In 2000, Locality X had a dial-up circuit to connect to VVRS. The dial-up circuit is insufficient to connect to VERIS, therefore Locality X must purchase a high-speed data modem (DSL, cable...) and router. HAVA funds may be used for this purpose.
- Localities may not use HAVA funds to pay for monthly data connectivity charges.
- Localities may use HAVA funds to purchase reasonable technology equipment necessary to use VERIS (e.g., PCs, bar code readers, and/or new printers to use with VERIS).
 - Localities are reminded that assets purchased solely with HAVA funds are to be used exclusively for HAVA-intended purposes. For expenditures that only partially benefit HAVA, only that portion which is allowable under HAVA regulations may be funded with HAVA funds.
- Localities may not use HAVA funds to purchase computers that will be used for non-HAVA activities such as activities that concern only local elections.

- Example: Computers purchased solely with HAVA funds should not be used to design or produce ballots for local elections or audio files for DREs in local elections.
- Reasonable and necessary purchases do not include:
- State of the art, high-capacity, networked, color laser jet printers; or
- Rewiring an office far beyond the requirements for VERIS usability.

30.2.8 Voting Equipment

- Localities may use HAVA funds to purchase voting machines as they deem reasonable and necessary above and beyond the minimum legal requirement of Virginia law.
- Localities may use HAVA funds to purchase reasonable voting accessories, including:
 - Glare shields,
 - Additional accessible voting equipment,
 - (See Chapter 8 for additional information on accessibility equipment and aids which *may* be HAVA-eligible),
 - Secure storage carts.
- Reasonable voting accessories do not include:
 - Trucks and/or trailers to transport machines,
 - New buildings to store machines,
 - Extensive and unnecessary renovations to buildings used for storage of machines,
 - Notebook computers to run voting machines.

This list is by no means comprehensive and complete. SBE encourages localities to use creativity to fulfill the purposes of HAVA in new, efficient, and innovative ways. These uses must be directly connected to a HAVA requirement as it relates to federal elections.

30.3 Application Process

As SBE remains responsible for the use of these funds in compliance with HAVA, we must create a record sufficient to justify any expense. As mentioned above, recipients of federal grant funds are subject to certain federal requirements. The procedures and requirements outlined in [OMB Circular A-87](#) for cost principles, [OMB Circular A-102](#) for grants and cooperative agreements / administrative requirements and [OMB Circular A-133](#) for audit requirements are applicable. Consult the locality's fiscal department for detailed information. For a locality to utilize its allocation, the following procedure applies:

1) Complete one copy of the "Application for HAVA Funds." It is not necessary to apply for all expenditures at one time. A locality may submit additional applications so long as funds remain available. The same application may be used for all HAVA expenditures (e.g. VERIS, voter education, voting machines, and accessibility)

Each application must include:

1. Narrative description of proposed use: Provide detail sufficient for SBE to determine that each expense meets a specific HAVA requirement, is reasonable, and follows federal guidelines. For example, “Voter Education” is insufficient but “a brochure informing voters of their rights and responsibilities for distribution to libraries, schools and other public facilities” is sufficient, provided details are included such as how many copies will be printed, a draft of the content -- which must be relevant to federal elections -- and the intended audience. If funds are requested for more than one expenditure, list each one with appropriate details. Attach any drafts, scripts, specifications, estimates or other information that may assist SBE in determining that a given request meets a HAVA requirement.
2. Category: The application shall indicate the category from which the proposed expenditure relates (Accessibility, Training, VERIS, Voter Education, or Voting Equipment).
3. Proposed Expenditure: To the extent feasible, provide detailed estimates and include any back-up documentation available as attachments (e.g. a price quote from a vendor). This amount shall be the total cost of the expenditure not the amount covered by HAVA funds.
4. Percentage (%) HAVA Funded: As explained above, assets purchased solely with HAVA funds may be used only for HAVA purposes. If a locality intends to use an asset for non-HAVA permissible uses, only that portion which is allowable under HAVA regulations may be funded with HAVA funds. The locality shall inform the SBE what percentage shall be funded by HAVA and provide supporting documentation.
5. Contact information: Provide the name, phone, address and email of the primary point of contact for the plan.

Send the application by fax (804-371-0194) or mail to SBE to the attention of Karen Jordan, or email to fiscal@sbe.virginia.gov. If the submission includes attachments that cannot be emailed, fax or mail those attachments and email the application, and please indicate in the body of the email that attachments are included and will sent by mail or fax (choose one). Also, clearly identify the attachments (if faxed or mailed separately from the application) as belonging to the application submitted by your city/county.

¹ The proposed copy to be included in the brochure and some detailed information about the target audience should accompany a proposal such as this.

² Construction and/or modification of a building must include specific details of the proposed work.

³ A listing of the model and features of a PC or other piece of office equipment and its use will be sufficient.

Application for HAVA Funds			
Locality Name: _____		Locality Code: _____	
Narrative Description of Proposed Use	Category	Proposed Expenditure	% HAVA Funded
3 carts for transport and storage of voting equipment.	Voting Equip	\$1,234	90%
Total Proposed Expenditure(s):		\$1,234	
<p>I certify that the projects described on this document will be completed and managed in accordance with all relevant Federal and State laws and regulations. I agree to maintain the records, receipts and other documents as directed by the SBE for a period of 5 years and make them available to the SBE or to State or Federal auditors when requested.</p>			
<div style="display: flex; justify-content: space-between; margin-bottom: 20px;"> <div style="text-align: center;"> _____ Authorized Locality Signature </div> <div style="text-align: center;"> _____ Date </div> </div> <div style="text-align: center; margin-bottom: 20px;"> Printed Name / Position </div> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> Approved: _____ Authorized SBE Signature </div> <div style="text-align: center;"> _____ Date </div> </div>			

- 1) SBE will confirm receipt of the application by phone, fax, and/or email. After reviewing the application, SBE may suggest changes or modifications to ensure that the application meets HAVA requirements. Note that because the allocations come from HAVA funds, SBE can only authorize expenditures that meet HAVA requirements. SBE may contact the general registrar or electoral board for further clarification or with changes. It may be necessary to amend and resubmit the application if additional information is required.
- 2) SBE will notify the locality by phone, fax, and/or email when the application has been approved; including confirmation of the amount that the locality is eligible to receive.
- 3) The locality may then proceed with implementation.
- 4) Upon completion of plan implementation, the electoral board must submit a copy of the Request for Reimbursement of HAVA Funds to SBE, including a complete financial statement of expenditures, signed by the locality's Chief Financial Officer, Manager or Administrator and copies of all relevant receipts and invoices. The localities shall maintain their original records for all expenditures of federal funds for a period of five years as they are subject to audit by both the Office of the U.S. Comptroller General and the Election Assistance Commission (EAC). SBE will

conduct spot audits of localities to monitor processes and ensure that proper documentation is preserved.

- Training Requests: As HAVA funds may only be used for federal purposes, any request for Election Official training requires detailed records. Localities should track the length of the training session, who attended each session, what was covered, and how much attendees were paid. Localities shall submit to the SBE: the length of the training session, what was covered, how much each attendee was paid, and the number of attendees for whom they are requesting HAVA funds.
 - As explained above, HAVA funds may be used for training only on new equipment and additional training for a federal election. Therefore, if the locality is requesting funds to supplement locality spending for additional training required by federal elections, the locality must inform the SBE of the gross amount paid to attendees at the previous training for federal elections.
- 5) Upon receipt of the certification of completion and payment documents, SBE will reimburse the locality for the amount expended up to the amount approved.

Request for Reimbursement of HAVA Funds			
Locality Name: _____		Locality Code: _____	
Narrative Description of Use	Category	Actual Expenditure	% HAVA Funded
3 carts for transport and storage of voting equipment.	Voting Equip	\$1,234	90%
Total Proposed Expenditure(s):		\$1,234	
<p>I certify that the projects described on this document will be completed and managed in accordance with all relevant Federal and State laws and regulations. I agree to maintain the records, receipts and other documents as directed by the SBE for a period of 5 years and make them available to the SBE or to State or Federal auditors when requested.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p style="text-align: center;">_____ Authorized Locality Signature</p> <p style="text-align: center;">Printed Name / Position</p> <p>Approved: _____ Nancy Rodrigues, Secretary</p> </div> <div style="width: 35%;"> <p style="text-align: center;">_____ Date</p> <p style="text-align: center;">_____ Date</p> </div> </div>			

3.4 Management of Federal Assets

Assets shall be used by the locality for HAVA purposes as long as needed, whether or not the HAVA grant system continues to be supported by federal funds. When no longer needed for the original project, the equipment must be disposed of according to federal regulations.

Property records must be maintained that include: a description of the property, a serial number or other identification number, the acquisition date, cost of the property, the location, and any ultimate disposition data including the date of disposal and sale price of the inventory.

- For inventory of voting machines, please use the Configuration Management Database as indicated in the Voting Systems Security Policy, Standards, and Guidelines.
- For all other acquisitions, please use attached “HAVA Asset Inventory” form.
 - A locality may use a separate form as long as all required information is present, and accompanied by a signed, original form that states ‘See attached.’

Federal Asset Inventory				
Locality Name: _____			Locality Code: _____	
ID #	Asset Description	Cost	% HAVA Funded	Serial #
		Asset Location		Purchase Date
1	HP computer for use with VERIS system	\$1,000	90%	123-456-789
		Registrar's office, Locality X		03/01/06
2	See attached			
<p>I certify that the items described on this document have been obtained and managed in accordance with all relevant Federal and State laws and regulations. I recognize that assets purchased solely with HAVA funds must be used in accordance with all relevant Federal and State laws and regulations and may be used for HAVA purposes only.</p>				
<p>_____ Authorized Locality Signature</p>		<p>_____ Date</p>		
<p>_____ Printed Name / Position</p>				

A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

When an asset acquired under HAVA is no longer needed for HAVA or other federal purposes, disposition of the equipment shall be made as follows:

- Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the SBE.
- Items of equipment with a current per-unit fair market value greater than \$5,000 may be retained, sold, or otherwise disposed and the SBE may have a right to proceeds resulting from the sale.

Records Retention and Maintenance

In all cases, localities are to maintain detailed records of all receipts, invoices, and documents related to the expenditure for a period of 5 years, and make them available to SBE or to state or federal auditors when requested.